



Veterans Support Council, Inc.

2457 E. Washington St., Indianapolis, IN 46201

317-917-0500 Voice & Fax

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Date of Meeting	Chairperson	Note Taker	In Attendance		
			Members	Associates	Visitors

MACV Monthly Meeting Agenda – Worksheet & Notes

Official time of the meeting is from 2:00 to 4:00 PM at: _____ - **Start meeting by 2:05 PM**

Try to have someone meeting and greeting people as they come in.

1) Welcome everyone to the meeting - Remind them to turn off their cell phones	
2) Prayer -	
3) Moment of Silence - for our missing and fallen	
4) Pledge of Allegiance -	
5) Tell them where the restrooms are, where the drinks are, and tell them about the “Information Table” at the entrance.	
6) Make sure everyone has signed the “Sign-In Sheet” or Computer at the “Sign-In Table” - (Shoot phone video of room to verify attendance)	
7) Explain what MACV is and what its goals are - Same with VSC (Explain differences) (if time permits)	
8) Mention our web sites: Veterans.ooo and VeteranEvents.org & Ask for their Business Card for Charlie’s Power Point Presentation	
9) Message from MACV & VSC’s Leadership Committee (Don, Charlie, Dave, Jerry, Bonnie & Ron) Tell the group about our “MACV’s After Meeting /Event Action Form” & “VSC’s Data Base Sign-Up Form” – both, now online Acknowledge VSC & MACV leaders Ron starts off with an “Icebreaker” Suggestions Forms are now on the Information Table	
10) Reports or Updates from (circle if they have something to report): Mayors Director of Veterans Affairs – Matt Hall IN Lt Governor’s Office – Jim Morrison IN DVA Director of Veterans Affairs – Dennis Weimer VA Hospital, Asst Medical Center Director – Cathy Lee Sellers US Dept of Veterans Affairs, Director – Michael Stephens or Trent Thomas , Team Coach US Congress (House or Senate staff members) non-political	
11) Acknowledge any special guests <u>or</u> guests that must leave early today - (have them speak now)	
12) Have 1 st timers introduce themselves – (one minute each for now, more during the round table)	
13) People “Not Here” Today w /announcements – that Emailed me information or PDF files	
14) 1st Guest Veterans Services Speaker (8 to 10 minutes) – (Have speakers sponsor introduce them)	
15) 2nd Guest Veterans Services Speaker (8 to 10 minutes) – (Have speakers sponsor introduce them)	
16) Introduce MACV’s Coordinators: Committees – Jim Patton Guest Speakers – Ron Sukenick E-News (newsletter) – Gunta Irbe Social Media – Noreen Gilliland	

17) Updates (reports) for Committees.	
a. Homeless & Faith Based Committee – (MACV)	
b. Health & Wellness Committee – (MACV)	
c. Education & Employment Committee – (MACV) Charlie Russell	
d. Legislative & Policy Committee – (VSC) Heather Harvey or Gordon Smith	
e. Fund Raising & Sponsor Committee – (VSC)	
f. Marketing & Public Relations Committee – (VSC)	
18) Report from the MACV’s Steering Committee: Stacy Dieckman	
19) Report from the MACV’s Event Planning Committee: Don Hawkins	
20) Have people we missed or got here late, that have special announcements or special events, make their brief presentation now –	
Try to have the main part of the meeting over with by 2:45 to 3:00 giving us 30-60 minutes for the Roundtable.	
21) Roundtable - Have everyone else that has not spoken introduce themselves and tell us why they are here and/or what they do – Each person should get from 1 to 1 ½ minutes	
22) Ask for any additional suggestions, questions or any new or old business before we adjourn -	
23) Give the Date, time & place of next meeting -	
24) If none, adjourn the meeting –	
25) Notes for next month’s meeting:	